

# Quick Review: Cashier Procedures for Redeeming WIC Warrants

The diagram shows a sample of a **STATE OF ALASKA TREASURY WARRANT** for the **WIC PROGRAM**. The warrant is labeled with "Not to exceed \$200" and "Valid between 10/16/2007 and 11/16/2007". It includes a section for the participant's signature and date, a list of items (CEREAL, CHEESE, EGGS, JUICE, MILK, PEANUT BUTTER, BEANS/PEAS/LENTILS), and a section for the "Actual Amount of Sale". A callout points to the "Vendor Stamp" area, which states "Vendor must deposit by 12/16/2007 or Warrant will be deemed paid". The warrant also features a "Vendor Number Stamp" at the bottom.

**Transaction Date**

**Valid Dates**

**WIC Participant Signature**

**Amount of Sale**

**Vendor Number Stamp**

- Check Valid Dates
- Verify WIC Items
- Enter correct dollar amount of sale
- Have Participant sign & date
- Stamp Vendor Number before deposit
- If the wrong total amount of sale or date is written on a WIC warrant follow these steps:
  - Draw a single line through the incorrect amount or date on the warrant
  - Clearly write the correct amount or date next to it in black ink
  - The cashier, or a store manager (depending on the store's policy), must initial the correction as close as possible to the corrected amount or date on the warrant